Part I

COURSE SUMMARY SECTION

- ❑ OCS Student Enrollment Checklist (Annex F)
- ❑ Emergency Contact Information sheet
- ❑ OCS Application / Enrollment Form (local form or ATRRS print out)
- ❑ Letter of Recommendation
- ❑ Social Security Card (Copy)
- ❑ ETS date (Must be after graduation date) (Copy of PQR or Extension Contract DA Form 4836)
- ❑ TDY / Travel Orders

OCS Prerequisites

- ❑ Attachment Orders
- ❑ Promotion Orders- to E-5 (if applicable)
- ❑ Birth Certificate (Copy)
  - ❑ Age (Not to exceed 41 years and 364 days at commission)
- ❑ Proof of U.S. Citizenship – Required if not born in US
- ❑ Name Change Documents (if applicable)
- ❑ Chapter II Commission Physical (DD 2808/2807-1) (Must be within 24 months of commissioning)
  - ❑ Medical NGB Waiver Request / Approval (if required)
  - ❑ TAG (90 day waiver if no physical in file)
- ❑ DA Form 7349-R (AMC) (Required if Chapter II physical is more than one year old)
- ❑ Official College Transcript (min. 60 semester hours/ 90 quarter hours - Traditional) / (90 semester hours – AOCS)
- ❑ Proof of GT Score / Minimum 110 (DA Form 2-1)
- ❑ DD Form 214/ DD Form 220/NGB 22/ Military Training (AIT/1 year service waiver)
- ❑ OCS State Enlistment option copy (if applicable DD Form 1966)
- ❑ Security Clearance – Security Verification Letter/Joint Personnel Adjudication System (JPAS)
- ❑ Moral/Civil Conviction Waiver Request / Approval
- ❑ Request for any Other Waivers (if applicable), with Developmental Counseling Statement to support that student is aware of waiver process.
- ❑ NGB 62 - Draft

Part II

GENERAL INFORMATION

- ❑ Candidate Profile Summary
  - ❑ OC Photo
  - ❑ OC Autobiography
- ❑ Academic Section
  - ❑ *Developmental Counseling Forms -for academic deficiency of exam failure.
  - ❑ Academic Class Standings
  - ❑ Score Sheets (WTBD Phase I)
  - ❑ All writing assignments, book reports, class assignments, essays
- ❑ Disciplinary Section
  - ❑ Class Action Memorandums
  - ❑ *Board Action Results
  - ❑ *Developmental Counseling Forms –Documenting Relief, Recycle, or Removal
  - ❑ *Relief, Recycle, Removal, or Retention Documents – to include notification to student in writing of recommendation for relief and the reason(s), IAW TRADOC REG 351-18.
  - ❑ *Notification of Relief (DD Form 785) - Record of disenrollment from a Phase of OCS Training).
  - ❑ *Letter to 1st General Officer in OC's chain of command from the OCS Battalion Commander.
  - ❑ *Appeal Notification to Student
- ❑ Miscellaneous (as needed)
  - ❑ Other Documents
  - ❑ NO EXAM SCORE SHEETS!

* These are copies only. The original information is filed separately by the RTI or Consolidated Training location and maintained for 2 years after the course is completed. A copy of the End of Course Summary is included.

Part III

COMMAND RATING

- ❑ End of Course Summary (Filed *On Top Of* This Page) (Form in Annex F of CMP)
- ❑ Summary of Candidate's Performance
- ❑ LAP Documentation
  - ❑ Chronological Order with most recent on top
  - ❑ Complete LER Packet consist of
    - ❑ LER In-Brief (Light Blue Card)
    - ❑ Officer Candidate Self-Assessment (Yellow Card)
    - ❑ All LORs (SPOT Reports) for the period (Green Card)
    - ❑ Completed LER (white bond)

    - ❑ FLER (used for LRC/FLX's, in-brief, self assessment LOR & LER not needed with the FLER documentation

Part IV

CHRONOLOGICAL REPORTS OF COUNSELING

- ❑ Counseling Checklist
- ❑ All documented Counseling (other than LAP Counseling)
- ❑ Examples of Required Counseling on DA Form 4856 or specific memorandum found in Annex F
  - ❑ Prerequisite / In-processing Counseling (NLT Day 1, Phase 1)
  - ❑ Initial Counseling (NLT 72 hours, Phase 1& includes Student Evaluation Plan from consolidation site)
  - ❑ End of Phase Counseling, Phase I
  - ❑ Mid-Cycle Counseling, Phase II
  - ❑ End of Phase Counseling, Phase II
  - ❑ End of Phase Counseling, Phase III
  - ❑ Peer Evaluations (if not included in other counseling's)
  - ❑ Poor Performance
  - ❑ Missing Documentation (see below examples)
    - ❑ Commissioning Physical
    - ❑ Medical Waiver
    - ❑ Security Clearance
    - ❑ College Credit Requirements
    - ❑ Citizenship Waiver
    - ❑ AIT/ 1 year Service Waiver

Part V

PEER EVALUATIONS

- Peer Evaluation Leadership Assessment Forms
  - End of Phase 1 ratings and analysis
  - Prior to Mid-Cycle of Phase II ratings and analysis
  - End of Phase II ratings and analysis

Counseling's are filed in Section IV and can be conducted as an independent counseling or combined with the end of phase and/or mid-cycle counseling's.

Part VI

PHYSICAL ABILITY SECTION

- ❑ DA Form 705 APFT Score card
- ❑ DA Form 5500 / 5501-R Body Fat Computation Worksheet (attach General Counseling form for not meeting standards IAW AR 600-9)
- ❑ Sick Slips (if needed)
- ❑ Temporary Profiles (if needed)
- ❑ Semi-Annual Weigh-In Documentation (as required)
- ❑ DA Form 4856 Counseling – monthly for candidates enrolled in the Army Weight Control Program